

**WEST MONROE MUNICIPAL FIRE AND POLICE  
CIVIL SERVICE BOARD RULES**

**RULE I**

**MEETING OF THE BOARD**

- SECTION 1: The board shall hold one regular meeting within each quarterly period of the calendar year, in the months of January, April, July, and October. The board shall hold such special meetings as may be called by the chairperson or as provided in Revised Statute 33:2471 and those that follow.
- SECTION 2: Unless otherwise provided in the notice for such meetings, all meetings shall be held at West Monroe City Hall Complex.
- SECTION 3: Notice of all meetings, including regular meetings, shall be given by posting such notice in the city hall, not less than five (5) days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall state the time, place, and subject matter to be covered, and whether said meeting is regular or special.
- SECTION 4: Special meetings of the board will be held only upon call of the chairman, or in his absence the Vice-chairman, or as provided by Revised Statute 33:2471 and those that follow.
- SECTION 5: All board meetings shall be open to the public, except when the board meets in executive session as provided for in Revised Statute 42:4,1,. Four board members must be present in order to conduct business.
- SECTION 6: All board members must be notified not less than five (5) days preceding all regular board meetings.

**RULE II**

**SUBJECT MATTER OF MEETINGS**

- SECTION 1: At regular meetings of the board it shall consider all old and new business which may be brought to its attention in the manner hereinafter provided.

SECTION 2: At special meetings the board shall consider only those items of business for which the meeting was called, except by agreement of a majority of the board members, other matters may be considered.

### **RULE III**

#### **ORDER OF BUSINESS**

SECTION 1: At regular meetings the order of business shall be as follows:

1. Reading of the minutes
2. Special and general reports
3. Decisions and orders on matters considered at previous hearings and meetings.
4. New business.

SECTION 2: At special meetings the order of business shall be as follows:

1. Reading of minutes
2. Decisions and orders on matters considered at previous hearings and meetings
3. Hearing of matters previously fixed for the special meeting.

### **RULE IV**

#### **EXECUTIVE SESSIONS**

SECTION 1: The board, if required, will meet in executive session during regular or special meetings, by majority vote when considering those matters which may be discussed under provisions of Revised Statute 42:4.1, (relative to public meetings) and those statutes that follow. Any voting on matters discussed in executive sessions shall be conducted upon return to public meeting.

### **RULE V**

#### **APPLICATION FOR APPEALS AND HEARINGS**

SECTION 1: Any person authorized to appeal to the board under the provisions of Civil Service Law may apply for such an appeal by a written notice

giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the board under the provisions of R.S.33:2501 of Civil Service Law shall be made only by regular employees in the classified service and shall be limited to matters involving discharge, corrective or disciplinary action and the application shall so state. All other request for hearings shall set forth the section of Civil Service Law under which the application is brought and shall contain a statement of the jurisdiction of the board. All applications for appeals and other hearings must be signed by the applicant or his counsel, if any, and must give the full name and post office address of the appellant and of his counsel. Written notice shall be filed with the chairperson of the board or the board official so designated to receive such applications.

SECTION 2: No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such written notice is given.

SECTION 3: The secretary of the board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeals docket, giving the said appeal an appropriate title.

SECTION 4: Any grievance brought before the Board must be presented by the individual or individuals raising said grievance.

## **RULE VI**

### **PROCEDURE ON APPEALS**

SECTION 1: All hearings on appeals shall be open to the public.

SECTION 2: Parties shall have the right, but shall not be required, to be represented by counsel. When any party is represented by more than one attorney,

only one attorney for any party shall be permitted to examine the same witness.

SECTION 3: The rules of evidence as applied in civil trials before the courts of this state need not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board.

SECTION 4: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts.

SECTION 5: The board may, on request of any party or on its own motion, place witnesses other than parties under the rule of the board and thus exclude them from the hearing room.

SECTION 6: Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order, to the board, in writing at least eight (8) days before the time fixed for the hearing.

SECTION 7: The written rules, regulations, and procedures of the civil service board and Revised Statute 33:2471 and those that follow will be the basis of all hearings and appeals.

#### **RULE VII**

##### **DISMISSAL OF APPEALS**

SECTION 1: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

#### **RULE VIII**

##### **TRANSCRIPTS OF HEARINGS**

SECTION 1: If any party to the hearing desires a permanent transcript of the hearing, the party shall

furnish a court reporter for said purpose at their own expense. Where a court reporter is furnished, the original of the transcript shall be filed with the board and shall become part of the permanent record of the appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible.

#### **RULE IX**

##### OTHER HEARINGS:

SECTION 1: All other hearings of the board shall be instituted and shall be conducted in accordance with the above and foregoing rules and Civil Service Law in general.

#### **RULE X**

##### **APPLICATION FOR ADMISSION TO TEST**

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with R.S. 33:2492 of Civil Service Law. Test for entrance upon competitive employment list may be given as the needs of the service require as determined by the civil service board. Test for entry upon promotional employment list may be given after existing list is twelve (12) months old and not yet expired and shall be given at least one time during each successive period of eighteen (18) months.

SECTION 2: Applications for admission to tests on board approved forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as a permanent record of the board in accordance with Civil Service Law.

- SECTION 3: Promotional and competitive employment lists shall be maintained by the board for eighteen (18) months.
- SECTION 4: Admission to tests shall be governed by provisions of R.S. 33:2493 of Civil Service Law.
- SECTION 5: When results of any examination are furnished to the board by the State Examiner, the Chairperson shall forthwith call the board for a special meeting for approval thereof. Employment list shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

#### **RULE XI**

##### **DISTRIBUTION OF BOARD RULES**

- SECTION 1: A copy of the board rules shall be distributed to each board member, governing body one (1) copy, Police Chief and Fire Chief one (1) copy, and police and fire bulletin boards one (1) copy.
- SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

#### **RULE XII**

##### **LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES**

- SECTION 1: Leaves of Absence--Police and Fire
- A. Leaves of absence are classified as follows:
1. Leave of absence with pay
  2. Leave of absence without pay
  3. Absence without leave and pay
- B. Sick leave:
1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks during a calendar year

for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the aforementioned will be "Leave of Absence With Pay".

2. Sick leave shall not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination. The Appointing Authority is encouraged to establish written policies necessary to monitor sick leave and to prevent abuse of this benefit, which may include the following: notification prior to duty when calling in sick, situations when doctor(s) excuses are required, and employee conduct while on sick leave.
3. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.
4. No cash payment may be made for accumulated sick leave.

C. Funeral Leave

1. Funeral leave in the event of an immediate family member's death shall be authorized without loss of pay or leave time not to exceed three (3) calendar days, except in extenuating circumstances endorsed by the employee's chief.

An employee's immediate family is defined as:

- Spouse

- Parents
  - Step parents
  - Mother-in-law or Father-in-law
  - Brother or Step Brother
  - Sister or Step Sister
  - Children or Step Children
  - Grandparents or Great Grandparents
  - Grandchildren
2. Funeral leave for other family members' death shall be authorized without loss of pay or leave time, not to exceed two (2) calendar days, except in extenuating circumstances endorsed by the employee's chief.
- Other family members are defined as:
- Spouse's Brother or Step Brother
  - Spouse's Sister or Step Sister
  - Spouse's Grandparents
3. Funeral leave is authorized for the specific purpose of attending the funeral of the deceased family member. This leave is not intended to be used if the funeral falls on the employee's regular day off.
4. The Appointing Authority is encouraged to establish written policies necessary to monitor funeral leave and to prevent abuse of this benefit, which may include notification prior to duty.

D. Examinations

Each employee of the classified service will be granted "leave of absence with pay" to take any municipal fire and police civil service examination.

Provisional employees are granted "leave of



absence with pay" to take a municipal fire and police civil service examination for the class which they hold provisionally.

E. Civil Leave

Absence because of jury duty is "leave of absence with pay." However, the jury notice must be presented to the chief of the department or to the person designated by the chief to receive such notice at least five (5) days in advance of such jury duty. An employee shall be authorized to take leave time when performing jury duty, when subpoenaed to appear before a court, public body, or commission, or when performing emergency or civilian duty in connection with national defense. The city will pay the difference between pay earned for the special duty and the employee's regular pay from the city.

F. City or District Court Attendance

Attendance in city or district court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on their time off, such time shall be compensated at their normal rate of pay.

Each member of the classified service must present to the chief of the department or the person designated by him, any such notice to appear in court at least five (5) days in advance of such court attendance. Copy of such notice shall also be sent to the board.

G. Military Leave with Pay

An employee shall be authorized to take leave without loss of pay or vacation leave time when performing emergency military duty or participating in the two-week annual training duty required by membership in a reserve unit of the U.S. Armed Forces or the Louisiana National Guard, for a maximum of fifteen (15) work days. During the fifteen (15) work days, the city will

pay the difference between pay earned for the special duty, if less, and the employee's regular pay from the city. Each member of the classified service shall give such notice of ordered duty at least thirty (30) days in advance to the chief of the department and this board, if known by him. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

H. Military Leave without Pay

Any regular and permanent member of the classified service called into the Armed Forces, will be carried on military leave without pay until the employee returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice and this board when he receives such notice.

Any regular and permanent member of the classified service who is called into the Armed Forces will be allowed to take whatever annual leave to which the employee is entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from the service.

Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section G. Should the individual have used all leave to which the employee is entitled (in Section G), then the employee shall be granted military leave without pay.

I. Personal Time Off

Each member of the classified service may apply to the chief of the department for personal time off when such time off will not exceed two (2) days and this leave is classified as "leave of absence without pay."

Any member of the classified service taking personal time off without applying for same shall be considered as "absent without leave or pay."

J. Annual Leave - Fire

1. Fire Suppression (Shift Personnel) - Each full-time employee of the classified service, after having served one year, shall be entitled to an annual vacation of nine (9) shifts with full pay for up to ten (10) years. This vacation period shall be increased by one shift in the odd number years over ten until a maximum of fifteen (15) shifts is reached.
2. Fire Department (Daytime Personnel) - Each full-time employee of the classified service, after having served one year, shall be entitled to an annual vacation of eighteen (18) calendar days with full pay. This vacation period shall be increased by one day for each year of service over ten (10) years, up to a maximum vacation period of thirty (30) calendar days.

K. Annual Leave - Police

1. Each full time employee of the classified service, after having served one continuous year, shall be entitled to an annual vacation of fifteen (15) work days with full pay. After an employee has completed seven (7) years of continuous service, the annual vacation is increased to twenty-one (21) work days. After an employee has completed fourteen (14) years of continuous service, the annual vacation is increased to twenty-eight (28) work days. The vacation privileges herein provided for shall not be forfeited by any member of the department for any cause.
2. Vacation leave (7 work days) shall be taken after six months continuous service. Fourteen (14) work days shall be taken after one year of continuous service if seven work

days were not taken after six months of service.

3. POLICE AND FIRE DEPARTMENT - Each employee may divide vacation leave into two separate periods, the total of which shall not exceed the employee's total accrued vacation leave time. No cash payment may be made in lieu of a vacation.
4. POLICE AND FIRE DEPARTMENT - All employee vacation schedules must be approved by the supervisor at least two (2) weeks before any vacation is to begin. Employees with the greatest departmental seniority will have priority on the scheduling. Each department must post the vacation schedule prior to December 31 for the following year.

L. Administrative Leave with Pay

The Appointing Authority may grant administrative leave with pay for periods not to exceed sixty (60) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the Appointing Authority to conduct an investigation concerning the conduct of the employee or as may be otherwise required under department policies and procedures. This period may not be extended beyond sixty (60) days. At the end of the sixty (60) days or at the completion of the investigation, whichever occurs first, in accordance with the conclusion of the investigation, the employee is to be disciplined or the administrative leave is to be terminated and the employee returned to work.

M. Emergency Leave

The chief of the department, or his designate, after ascertaining the exact circumstance, may grant a permanent employee up to twenty-four (24) hours per calendar year of paid emergency leave in the event of a disaster, serious injury, serious illness within the employee's immediate family or birth of the employee's child.

The immediate family is defined as: spouse, children, stepchildren, parents, stepparents, grandparents, grandchildren, brother, stepbrother, sister, stepsister, and those of the spouse.

N. Family Medical Leave

Each full-time employee of the classified service, after having served one (1) year, shall be entitled up to twelve (12) weeks of unpaid leave, without loss of departmental seniority when appropriate documentation is supplied to the Appointing authority for those reason provided by public Law 103-3 (Family Medical Leave Act of 1993).

Any employee will be required to first exhaust any or all compensatory time and any or all accumulated leave time before being granted unpaid leave.

WM	10-25-61
Rev	06-12-69
	06-08-81
	08-30-82
	11-23-93
	08-16-94
	01-17-95
	02-20-95
	11-22-95
	05-30-00
	03-16-05
	06-22-05
	08-02-06
	10-14-08
	01-14-09
	02-25-09